

TOWN OF ORLANDO, OKLAHOMA
Fiscal Year 2024 / 2025 Annual Budget

BUDGET MEMO

May 21st, 2024

The 2024/2025 Annual Budget for the Town of Orlando is presented, as attached, for approval by the Council in accordance with the Oklahoma Municipal Budget Act.

Tax revenues for the Town are budgeted at 90% of current year projections. If collected at 100%, that will generate about \$23,935 in additional revenue for General Fund.

The Consumer Price Index (CPI) for the south region reflected a 3.7% increase as of March 2024. FY25 budget includes a 3.7% utility rate increase for Electric, Gas, Water, & Sewer services effective July 2024. A trash rate increase to break even has been included at 17%. This increase will result in approximately \$16,172 in additional revenue for PWA. We recommend municipalities maintain a 25-35% profit margin for long term sustainability. The PWA is showing in total a profit margin of negative <5%> including Admin costs.

Capital Outlay Requests are summarized below:

	Requested	Budgeted	Funding
General Government	202,000	202,000	Operations 200K; Grant 2K
Sewer Department	265,000	265,000	OWRB Grant 150K; REAP 115K
Total Capital/Special Requests	\$ 467,000	\$ 467,000	

Salary expenses have been split 80/20 between GF and PWA. The FY25 budget includes adding a fire clerk and raises for various employees. The cost of the raises and additional Fire Clerk are expected to cost approximately \$8,718.

As of April 30, 2024, the municipality had 50 and 2 months of cash on hand in the General fund and PWA, respectively. This represents the number of months the municipality can support the operating expenses based on the cash balance at April 30, 2024

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed fiscal year 2024/2025 budget will be considered at a public hearing on Monday, June 10, 2024.

Copies of the proposed budget are available for review in the Office of the Town Clerk, Orlando, OK.

The legal level of control for the Town's 2024/2025 budget is established at the Department level. Additional detail is provided for analysis purposes only.

If you have any questions, please contact Meredith Meacham-Wilson, CPA.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed fiscal year 2024 / 2025 budget will be considered at a public hearing on Monday, June 10th, 2024. Copies of the proposed budget are available for review in the Office of the Town Clerk, Orlando, OK.

The Town of Orlando 2024-2025 Annual Budget will be adopted by resolution during a meeting of the Town Council on Monday, June 10, 2024.

TOWN OF ORLANDO, OKLAHOMA

Fiscal Year 2024 - 2025 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 976,160	\$ 216,764	\$ (259,537)	\$ -	\$ (42,773)	\$ 933,387
ENTERPRISE FUNDS						
Public Works Authority	\$ 218,362	\$ 599,387	\$ (610,110)		\$ (10,723)	\$ 207,639
SPECIAL REVENUE FUNDS						
Volunteer Firefighters Fund	\$ 119,716	\$ 18,500	\$ (21,090)	\$ -	\$ (2,590)	\$ 117,126
TOTAL SPECIAL REVENUE FUNDS	\$ 119,716	\$ 18,500	\$ (21,090)		\$ (2,590)	\$ 117,126
GRAND TOTAL ALL FUNDS	\$ 1,314,238	\$ 834,651	\$ (890,737)	\$ -	\$ (56,086)	\$ 1,258,152

Town of Orlando
General Fund Budget
For the Year Ended June 30, 2025

GENERAL FUND

	ACTUAL 2022/2023	APPROVED BUDGET 2023/2024	PROJECTED YTD 2023/2024	PROPOSED BUDGET 2024/2025
OPERATING REVENUES				
Sales tax	\$ 356,197	\$ 150,417	\$ 234,414	\$ 210,972
Cigarette tax	2,285	967	1,526	1,373
Alcohol beverage tax	2,358	2,132	2,263	2,037
Gasoline excise tax	237	215	232	209
Motor vehicle tax	978	840	914	823
Licenses and permits	-	-	-	-
Rental income	1,540	850	1,980	1,000
Grants - ODOC (CIP Update)	321,560	-	-	-
Grants - ACOG	123,722	220,506	-	-
Other Revenue	1,038	300	75	300
TOTAL OPERATING REVENUES	\$ 809,915	\$ 376,227	\$ 241,404	\$ 216,714
OPERATING EXPENSES				
<u>General Government</u>				
Personal Services	13,173	15,749	13,817	14,537
Materials and Supplies	4,349	8,000	7,104	8,000
Other Services and Charges	19,276	34,744	25,024	30,000
Capital Outlay	-	55,200	25,500	202,000
Total General Government	36,798	113,693	71,445	254,537
<u>Fire Department</u>				
Other Services and Charges	-	26,500	-	-
Total Fire Department	-	26,500	-	-
<u>Street Department</u>				
Materials and Supplies	-	-	2,588	5,000
Capital Outlay	-	220,506	109,038	-
Total Street Department	-	220,506	111,626	5,000
TOTAL EXPENDITURES	36,798	360,699	183,071	259,537
REVENUES OVER (UNDER) EXPENDITURES	773,117	15,528	58,333	(42,823)
OTHER FINANCING SOURCES (USES)				
Interest income	1	10	78	50
Grant Expenses	(477,907)	-	-	-
Transfers-out	(11,327)	-	-	-
Net transfers	(489,233)	10	78	50
TOTAL OTHER FINANCING SOURCES (USES)	-	20	126	100
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	283,884	15,538	58,411	(42,773)
BEGINNING FUND BALANCE	661,344	853,046	945,228	976,160
ENDING FUND BALANCE	\$ 945,228	\$ 868,584	\$ 1,003,639	\$ 933,387

Town of Orlando
Public Works Authority
For the Year Ended June 30, 2025

PUBLIC WORKS AUTHORITY

	ACTUAL 2022/2023	APPROVED BUDGET 2023/2024	PROJECTED YTD 2023/2024	PROPOSED BUDGET 2024/2025
OPERATING REVENUES				
Electric Revenues	\$ 171,351	\$ 192,551	\$ 163,194	\$ 159,930
3.7% Rate Increase		10,540	-	6,038
Sewer Revenues	11,904	12,625	12,117	11,875
3.7% Rate Increase	-	691	-	448
Trash Revenues	27,950	29,331	32,825	32,169
17% Rate Increase	-	1,605	-	5,580
Water Revenues	38,577	40,918	40,161	39,358
3.7% Rate Increase	-	2,240	-	1,486
Gas Revenues	65,231	75,376	70,799	69,383
3.7% Rate Increase	-	4,126	-	2,620
Other Revenues	18,368	1,500	3,112	1,500
TOTAL OPERATING REVENUES	\$ 333,381	\$ 371,503	\$ 322,208	\$ 330,387
OPERATING EXPENSES				
Administration Department				
Personal Services	\$ 59,709	\$ 62,995	\$ 55,636	\$ 58,149
Materials and Supplies	7,667	9,800	3,852	3,700
Other Services and Charges	27,018	22,500	23,832	25,000
Total Administration Department	\$ 94,394	\$ 95,295	\$ 83,320	\$ 86,849
Electric Department				
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Supplies	4,468	6,000	22,910	23,000
Electricity Purchased for Resale	100,725	110,000	86,723	95,000
Total Electric Department	\$ 105,193	\$ 116,000	\$ 109,633	\$ 118,000
Sewer Department				
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Supplies	908	1,500	1,831	1,500
Other Services and Charges	101,506	4,000	20,863	3,500
Capital Outlay	-	120,000	555,769	265,000
Total Sewer Department	\$ 102,414	\$ 125,500	\$ 578,463	\$ 270,000
Trash Department				
Materials & Supplies	\$ 5,040	\$ 7,022	\$ -	\$ -
Other Services and Charges	22,851	30,756	34,964	37,761
Total Trash Department	\$ 27,891	\$ 37,778	\$ 34,964	\$ 37,761
Water Department				
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Supplies	10,474	11,500	3,005	10,000
Water Purchased for Resale	26,625	26,500	26,920	27,000
Other Services and Charges	3,876	4,800	1,324	2,500
Total Water Department	\$ 40,975	\$ 42,800	\$ 31,249	\$ 39,500

Town of Orlando
Public Works Authority
For the Year Ended June 30, 2025

PUBLIC WORKS AUTHORITY

	ACTUAL 2022/2023	APPROVED BUDGET 2023/2024	PROJECTED YTD 2023/2024	PROPOSED BUDGET 2024/2025
Gas Department				
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Supplies	6,534	14,400	16,241	15,000
Gas Purchased for Resale	41,949	31,030	30,800	30,800
Other Services and Charges	11,745	12,200	12,563	12,200
Total Gas Department	\$ 60,228	\$ 57,630	\$ 59,604	\$ 58,000
TOTAL OPERATING EXPENDITURES	\$ 431,095	\$ 475,003	\$ 897,233	\$ 610,110
OPERATING INCOME (LOSS)	\$ (97,714)	\$ (103,500)	\$ (575,025)	\$ (279,723)
NON-OPERATING REVENUES (EXPENSES)				
Interest Income	\$ 1,190	\$ 1,000	\$ 4,750	\$ 4,000
Grants Revenue	73,512	96,000	207,290	265,000
Transfers in/(out) - General Fund	8,151	-	-	-
Transfers in/(out) - Other		-	(143)	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ 82,853	\$ 97,000	\$ 212,040	\$ 269,000
NET INCOME	(14,861)	(6,500)	(362,985)	(10,723)
BEGINNING RETAINED EARNINGS	\$ 468,531	\$ 427,674	\$ 453,670	\$ 218,362
ENDING RETAINED EARNINGS	\$ 453,670	\$ 421,174	\$ 90,685	\$ 207,639

GROSS PROFIT BY DEPARTMENT - excluding capital outlay

Electric Revenues	171,351	203,091	163,194	165,968
Electric Expenses, excluding capital outlay	105,193	116,000	109,633	118,000
Gross Profit	66,158	87,091	53,561	47,968
Gross Profit %	39%	43%	33%	29%
Sewer Revenues	11,904	13,316	12,117	12,323
Sewer Expenses, excluding capital outlay	102,414	5,500	22,694	5,000
Gross Profit	(90,510)	7,816	(10,577)	7,323
Gross Profit %	-760%	59%	-87%	59%
Trash Revenues	27,950	30,936	32,825	37,749
Trash Expenses	27,891	37,778	34,964	37,761
Gross Profit	59	(6,842)	(2,139)	(12)
Gross Profit %	0%	-22%	-7%	0%
Water Revenues	38,577	43,158	40,161	40,844
Water Expenses, excluding capital outlay	40,975	42,800	31,249	39,500
Gross Profit	(2,398)	358	8,912	1,344
Gross Profit %	-6%	1%	22%	3%
Gas Revenues	65,231	79,502	70,799	72,003
Gas Expenses, excluding capital outlay	60,228	57,630	59,604	58,000
Gross Profit	5,003	21,872	11,195	14,003
Gross Profit %	8%	28%	16%	19%

Town of Orlando
 Volunteer Fire Fund Budget
 For the Year Ended June 30, 2025

VOLUNTEER FIRE FUND

	ACTUAL 2022/2023	APPROVED BUDGET 2023/2024	PROJECTED YTD 2023/2024	PROPOSED BUDGET 2024/2025
OPERATING REVENUES				
Fire Assessments	\$ 11,200	\$ 12,000	\$ 11,200	\$ 11,000
Fire runs	700	2,500	700	500
Grants	24,095	28,400	24,095	4,500
Other Revenue	761	500	762	500
TOTAL OPERATING REVENUES	<u>\$ 36,756</u>	<u>\$ 43,400</u>	<u>\$ 36,757</u>	<u>\$ 16,500</u>
OPERATING EXPENSES				
Fire Department				
Personal Services	\$ -	\$ -	\$ -	\$ 2,590
Materials and Supplies	5,478	10,000	6,575	7,500
Other Services and Charges	23,945	22,080	10,903	11,000
Capital Outlay	-	-	14,859	-
Total Fire Department	<u>\$ 29,423</u>	<u>\$ 32,080</u>	<u>\$ 32,337</u>	<u>\$ 21,090</u>
TOTAL EXPENDITURES	<u>\$ 29,423</u>	<u>\$ 32,080</u>	<u>\$ 32,337</u>	<u>\$ 21,090</u>
REVENUES OVER (UNDER) EXPENDITURES	\$ 7,333	\$ 11,320	\$ 4,420	\$ (4,590)
OTHER FINANCING SOURCES (USES)				
Interest Income	\$ 1,998	\$ 380	\$ 2,398	\$ 2,000
Transfer In	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>\$ 1,998</u>	<u>\$ 380</u>	<u>\$ 2,398</u>	<u>\$ 2,000</u>
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	\$ 9,331	\$ 11,700	\$ 6,818	\$ (2,590)
BEGINNING FUND BALANCE	\$ 122,396	\$ 115,531	\$ 131,727	\$ 119,716
ENDING FUND BALANCE	<u>\$ 131,727</u>	<u>\$ 127,231</u>	<u>\$ 138,545</u>	<u>\$ 117,126</u>

BUDGET ADOPTION RESOLUTION

**TOWN OF ORLANDO, OKLAHOMA
RESOLUTION NO. 2024-02**

A RESOLUTION APPROVING THE TOWN OF ORLANDO, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2024-2025 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY

WHEREAS, The Town of Orlando has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) in 11 O.S. Sections 17-201 through 17-216; and

WHEREAS, The Chief Executive Officer has prepared a budget for the fiscal year ending June 30, 2025 (FY 2024-2025) consistent with the Act; and

WHEREAS, The Act in section 17-215 provides for the chief executive officer of the Town, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

WHEREAS, the budget has been formally presented to the Town of Orlando governing body at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, The Town of Orlando governing body has conducted a Public Hearing at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing in compliance with Section 17-208 of the Act; and

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF ORLANDO, OKLAHOMA:**

SECTION 1. The Town Council of the Town of Orlando does hereby adopt the FY 2024-2025 Budget on the 10th day of June 2024 with total resources available in the amount of \$2,148,889 and total fund/departmental appropriations in the amount of \$890,737. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
General Fund:	
General government	\$254,537
Street & Alley	5,000
Orlando Public Works Authority	
Administration	86,849
Electric	118,000
Sewer	270,000
Trash	37,761
Water	39,500
Gas	58,000

SECTION 2. The Town Council does hereby authorize the Town Clerk to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2024-2025, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the Town Board.

SECTION 3. All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the Town Council and filed with the State Auditor and Inspector.

SECTION 4. Be it further provided that the Town Clerk is hereby authorized to take any and all actions as may be required for the implementation of these budgets.

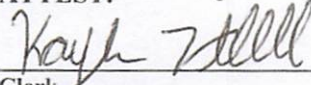
ADOPTED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF ORLANDO
this 10th day of June 2024.

TOWN OF ORLANDO, OKLAHOMA



Mayor

ATTEST:



Clerk



AFFIDAVIT OF PUBLICATION

County of Logan, State of Oklahoma

Guthrie News Leader

212 W. Oklahoma

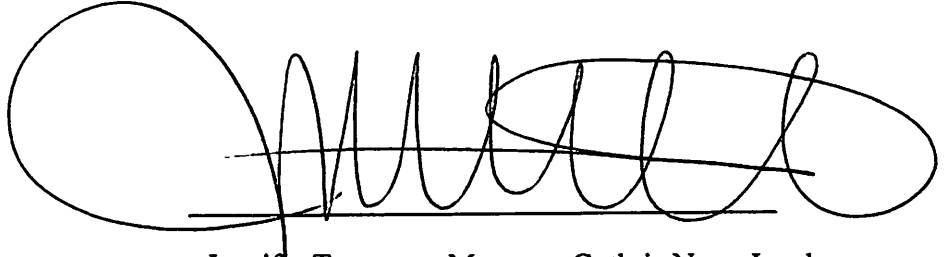
P.O. Box 879

Guthrie, OK 73044

I, Jennifer Tennyson, of lawful age, being duly sworn upon oath, deposes and says that I am the Manager of Guthrie News Leader, a weekly publication that is a "legal newspaper" as that phrase is defined in 25 O.S. § 106, as amended to date, for the City of Guthrie, for the County of Logan, in the State of Oklahoma. The attachment hereto contains a true and correct copy of what was published in the regular edition of said newspaper, and not in a supplement, in consecutive issues on the following dates:

Publication Dates: May 29, 2024

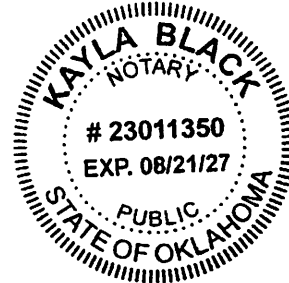
Publication Fee: \$168.00

A large, stylized handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end.

Jennifer Tennyson, Manager, Guthrie News Leader

Signed and sworn to before me on this 11th day of June 2024.

Town of Orlando – See Attached

A handwritten signature in black ink, appearing to read "Kayla Black", written over a horizontal line.

It is recommended that Section 17-246, City of Oklahoma Statutes, be amended to provide that the proposed fiscal year 2024/2025 budget and long-range plan of the Town of Orlando, Oklahoma, be subject to review by the Town Council on Monday, June 13, 2023. Copies of the proposed budget are available for review in the Office of the Town Clerk.

The Town of Orlando 2024/2025 Annual Budget will be adopted by resolution during a meeting of the Town Council on Monday, June 13, 2023.

TOWN OF ORLANDO, OKLAHOMA Fiscal Year 2024 - 2025 Annual Budget

BUDGET SUMMARY

	BEFORE BALANCE (12/31/23)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 875,100	\$ 219,764	\$ (234,537)	\$ -	\$ (14,773)	\$ 871,227
Revenues						
Taxes		219,414				
Intergovernmental		-				
Charges for Services		1,000				
Other Revenues		350				
Expenses						
General Government			(234,537)			
Street Department			(1,000)			
ENTERPRISE FUNDS						
Public Works Activity	\$ 219,202	\$ 229,717	\$ (810,111)	\$ -	\$ (16,192)	\$ 203,010
Revenues						
Electric		106,000				
Sewer		12,320				
Trash		37,700				
Water		48,864				
Gas		72,000				
Intergovernmental		200,000				
Other		5,537				
Expenses						
Admin			(86,800)			
Electric			(115,000)			
Sewer			(225,000)			
Trash			(37,711)			
Water			(33,000)			
Gas			(28,000)			
SPECIAL REVENUE FUNDS						
Volunteer Programs Fund	\$ 119,210	\$ 18,000	\$ (21,000)	\$ -	\$ (2,790)	\$ 116,420
TOTAL SPECIAL REVENUE FUNDS	\$ 119,210	\$ 18,000	\$ (21,000)	\$ -	\$ (2,790)	\$ 116,420
GRAND TOTAL ALL FUNDS	\$ 1,213,510	\$ 255,764	\$ (1,066,037)	\$ -	\$ (16,000)	\$ 1,200,173